

SOS CHILDREN'S VILLAGES

**REQUEST FOR PROPOSAL (RFP) AND TERMS OF
REFERENCE (ToR) FOR MID-TERM EVALUATION OF LEAVE
NO YOUTH BEHIND PROJECT IN SOMALILAND**

SOMALILAND, HARGEISA LOCATION

MARCH, 2024

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1. Context and rationale

1.1 About SOS Children's Villages

SOS Children's Villages works for children and young people in 137 countries and territories, working in more than 2000 programme locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect and security.

SOS Children's Villages in Somaliland is part of SOS Children's Villages International, the umbrella organization to which all SOS Children's Villages including SOS Children's Villages in Somaliland Association is affiliated. SOS Children's Villages in Somaliland is a Non-Governmental Organization (NGO) that is not for profit, non-sectarian and non-partisan and which has been in existence since 1999.

SOS Children's Villages in Somaliland is committed to the welfare of children who lost parental care or at risk of losing parental care – often ensuring that children grow up in a loving family environment, and to strengthening families and communities as a preventive measure in the fight against child abandonment and social neglect, and upholds child protection policy as part of their commitment to the protection of children and youth from abuse. Uniquely, we provide long-term, family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent family separation (family strengthening service, FS). SOS Children's village's alternative care is usually organised in the form of a cluster of SOS families, where each SOS parent cares for small group of children.

SOS Children's Villages was established in Somaliland in 1999 and it started first operations in Sahil region. Currently, SOS Children's Villages in Somaliland implements programs ranging from child care, child protection, youth empowerment and participation, education and emergency interventions. SOS Children's Villages in Somaliland is operational in three regions of Somaliland: Awdal, Marodijeh and Sahil, and it had a good relationship with many stakeholders, including government institutions, local authorities at national, regional and district levels, INGOs, LNGOs and local communities, as well as other CSOs who are in and out of the operational area.

1.2 Description of the Leave No Youth Behind Project

SOS Children's Villages in Somaliland is implementing 'Leave No Youth behind' project. The overall objective of the project is - young people in Somaliland to be resilient and self-reliant to become independent and contributing members of society with a special focus on youth leaving care YLC. This project is to contribute to the realization of a better society where young people are self-reliant and depend on their own powers, resources and abilities to meet their needs and manage their own affairs. The project also aspires to make young people resilient to adversities/challenges in life and capable to withstand and recover quickly from difficult conditions.

The project will address the problems of discrimination, marginalization and stigmatization of young people aged 15–25 who grow up without parental care. Whether they have been placed in residential care facilities, in foster care or other types of care, they are at high-risk suffering from a variety of challenges including poor social networks, mental health problems, unemployment and homelessness. Cultural and gendered norms give young women and men different vulnerabilities as they grow out of care and transition to independent living. Young women are at high risk of gender-based violence, trafficking, early pregnancies and early marriage, and school drop-out while young men are at risk of ending up in hazardous work, living on the streets and in conflict with the law. Consequently, they risk exacerbating intergenerational poverty, and intensifies the risk for young care leavers to be either the drivers of conflict or the victims of conflict. The context of complex crisis compels sensitivity to the humanitarian, development and peacebuilding nexus in order to contribute to the sustainability of programme outcomes and longer-term resilience and rehabilitation of the communities where we plan to intervene.

In addition, even though the government of Somaliland has enacted policies and guidelines through the various agencies and ministries such as the national youth policy, employment policy, the national development plan two, sector development plan 2022 to 2026 of the Ministry of Employment and Family Affairs, Child policy, national alternative care guidelines (still a draft); finalization and implementation of such policies and guidelines is very minimal. Besides, there are no limited focus on young people who have left care. The government of Somaliland has put in place efforts to address the holistic issues of that affect young people as a vulnerable group i.e unemployment, education access among others. It was found that, there is no specific focus or arrangement to target young people who are in care or have left care in Somaliland.

The project focuses on 3 major outcomes with their relevant outputs to achieve the above stated goal and focuses on human rights-based approaches and targets duty bearers to demonstrate capacity and commitment to fulfil their responsibility to respect, promote and realize the rights of youth, and Rights Holders (youth leaving care) to have the capacity to exercise and claim their rights, hold duty bearers accountable and understand their corresponding entitlements in relation to specific duty-bearer.

In summary, the project aims to achieve the following outcomes:

Outcome 1: Policy Environment: Decision makers put policies/laws in place that strengthen the support for YLC.

Outcome 2: Strengthening Duty Bearers: Social protection systems respond to the needs and rights of young care leavers on their journey to independent living

Outcome 3: Empowering Right Holders:

Rationale and overall objective of the Midterm Evaluation

After 2 years of implementation, SOS Children's Villages in Somaliland wants to evaluate the leave no youth behind project to assess the project's progress and accomplishments in relation to the defined project outcomes and indicators.

1. How relevant, effective, efficient, sustainable and participatory are the programme interventions?
2. What impact has the programme made in the lives of the participating in terms of policy environment, social protection and empowering right holders.
3. What lessons can be drawn from the programme that can be taken to further develop the programme?
4. What is our current progress towards the project's expected outcomes and outputs indicators and how are we performing against our life-of-project targets.

2. Instruction to bidders

The bidders are welcome to submit their proposal for the mid-term evaluation of Alternative Care Programme in the location of Hargeisa, Somaliland. This bid is open to all national and international suppliers (independent consultants or companies) who are legally constituted and can provide the requested services. The bidder shall bear all costs of the bid; costs of a proposal cannot be included as a direct cost of the assignment. The proposal and all supplementary documents have to be submitted in English. Financial bid needs to be stated in US Dollars.

2.1 Process of Submission of Bids

To facilitate the submission of proposals, the submission duly stamped and signed can be done electronically in PDF format and sent to procurement@sos-somaliland.org

The titles of submitted documents should clearly state “**Technical proposal for mid-term evaluation of Leave No Youth Behind Project, by the company/consultant title**” and “**Financial Proposal for mid-term evaluation of Leave No Youth Behind Project by the company/consultant title**”. Please make sure that the technical and financial proposals are sent in a separate PDF file. During the process of evaluation, technical bids will be opened and evaluated first. The financial part of those proposals, which are shortlisted after evaluation of the technical proposal, will be opened in a second step.

2.2 Documents to submit

- Bid submission / identification form (**Template in the annex**)
- Previous experience format (**Template in the annex**)
- Price schedule form (to be sealed in a closed envelope or a separate PDF file) (**Template in the annex**)
- Technical proposal (**Template in the annex**)
- CVs of the research team member(s) including current geographical location(s)
- Three references (at least two of them must be familiar with your work)
- An example of a recent/relevant evaluation report (if available for public use)
- Filling out SOS Children's Villages in Somaliland supplier profile and registration form

2.3 Deadline for submission

The proposal has to be received by latest on **12 April, 2024** by the end of the day. Proposals received after the deadline will be not be considered.

with the original proposal. Failure to do so will be at bidder's own risk and disadvantage.

2.4 Signing of the contract

SOS Children's Villages in Somaliland will inform the successful bidder electronically and will send the contract form within 3 weeks after closure of the bid submission deadline. The successful bidder shall sign and date the contract, and return it to SOS Children's Villages in Somaliland within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful bidder shall deliver the services in accordance with the delivery schedule outlined in the bid.

2.5 Rights of SOS Children's Villages

- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- contract any number of candidates as required to achieve the overall evaluation objectives

2.6 Evaluation of proposals

After the opening, each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR). Selected bidders will then be invited to interview (In-person or virtual) to provide more information on their technical and financial proposal.

The criteria for selection are:

Method: The proposed method for evaluating the programme is suitable

Timetable/work plan: The timetable/work plan is realistic and meet the needs of the programme

Cost: The cost of the proposal is reasonable and feasible, given the other aspects of the proposal

Experience: The training and previous work experience of the consultants in evaluations from organisations for which the consultant(s) has previously worked.

3. Terms of Reference

3.1 Objectives of the evaluation

3.1.1 Overall objective

The overall objective of the midterm-evaluation is to assess the impact/progress of the leave no youth behind project has made on the lives of the children, young people, their families and communities as a result of the program interventions and to provide a midterm update on how the project is performing against its targets.

3.1.2 Specific objectives

- To assess the relevance and effectiveness of the implemented activities.
- Assess the progress of the project in relation to the planned objectives and its outcomes on the lives of the target group.
- To assess the impact/progress the program has made to the policy environment concerning the youth leaving care.
- To assess the impact/progress the program has made in strengthening the social protection concerning the youth leaving care.
- To assess the impact/progress the program has made to the empowering of youth (specifically youth leaving care).
- To analyse the sustainability of the programme.
- To provide an update on progress towards the three outcomes, and their subsequent outcome-indicators.
- Assess the effectiveness and functionality of partnerships established to achieve project goals.
- To make recommendations for improving future programmes.

3.2 Scope

The evaluation will evaluate the following services and locations in the programme:

Leave no Youth Behind project operates in two regions in Somaliland Togdher (Buroa) and Maroodi-jeeh (Hargeisa). The service target participants of the project which will be evaluated include:

1. **Youth Leaving Care:** at this stage of the project, the youth leaving care including youth groups establishment and capacity building; employability and entrepreneurship support; MHPSS support.
2. **Children & Young people in AC:** the project has supported the children/YP in residential care centers and other forms of care on: skill development; MHPSS support; awareness raising;
3. **MESAF & Ministry youth sport (MoYS):** at this stage, the project has provided support to the MESAF & MoYS including: policy development, policy implementation, capacity building, database system development and working group development.
4. **Residential care centre management & caregivers:** the project has supported the centers management and caregivers on: capacity building trainings; working group establishment; database system development and curriculum development (Child care and youth development) and development of implementation plans for alternative care policy and minimum standards of care guidelines.

3.3 Work plan and expected deliverables

The evaluation will be carried out in 3 stages. All steps that lead to deliverables are marked in bold.

3.3.1 Stage 1: Prepare

Undertake all required preparations for the field evaluation: propose detailed methodology, conduct desk research, identify key informants, plan data collection process, organisation & logistics, and prepare field visit schedule. Submit and secure approval for the refined evaluation design and methodology in an inception report: document (i) proposed methodological set-up, (ii) locally adapted and proposed data collection tools. Preparation of checklists, participant lists and other management/organisational information for data collection.

3.3.2 Stage 2: Conduct

- Facilitate learning during the data collection exercise.
- Collection of data as per the agreed methodology and tools.
- Analysis of the data.

3.3.3 Stage 3: Submit findings

- Preparation of a draft report in English
- Presentation of the findings to the programme staff / national office staff

- After having received feedback from the various stakeholders – finalise the report and submit it in English.

Deliverables:

- Refinement of evaluation study design and methodology in an inception report
- First draft of the final report in English
-
- Presentation of preliminary results to SOS Children's Villages in Somaliland(face-to-face)
- Final report

3.4 Report criteria

The evaluation will result in the concise programme evaluation report, in English with a maximum length of 20 pages including an Executive Summary. All confidential information should be kept in a separate annex to protect participants. The final report should be provided electronically and in hard copy.

The report format below must be strictly adhered to:

- **Cover page**
 - Title of evaluation report
 - Country, programme, date of evaluation
 - Name of consultant
- **Executive summary (*maximum 2 pages; cross-reference pages or paragraphs in the main body*)**
 - Evaluated action
 - Purpose and methodology (incl. limitations and challenges)
 - Main conclusions, recommendations, and lessons learned
- **Main body**
 - The structure of the main body is determined by the desired results (See 3.1.2)
 - For each key conclusion, there should be a corresponding recommendation that is realistic, pragmatic, and operational
- **Annexes**
 - Terms of Reference
 - List of persons interviewed and sites visited
 - Map of areas covered by the programme

3.5 Qualification of the researcher / research team

The researcher / team of researchers must have:

- a) Proven competency (record of previous experiences) in project/programme evaluations, including Midterm Evaluations
- b) A good understanding of development work in Somaliland
- c) A good understanding of child rights, alternative care and issues affecting vulnerable children and their families
- d) A good facilitation, organizational and interpersonal skills
- e) Proven experience in participatory processes and data collection methods (including age-appropriate data collection methods)
- f) Strong analytical and conceptual skills
- g) Excellent written communication skills

3.6 Logistical arrangements

National or location level staff (SOS) will be available to help organizing the interviews including contacting SOS, announcement and local preparation of evaluation, linking to community duty bearers and national authorities if required.

3.7 Timetable

The evaluation will be conducted **in April 2024** and final report will be prepared over a period of **5 weeks**. The final report should be submitted by **20th May 2024**.

Activities	Dates	Time frame
Prepare evaluation and submit suggested data collection methods and interview partners to the contracting body (inception report) including desk review	13 – 21 April	9 days
Conduct data collection	22 April – 09 May	18 days
Data Analysis	10- 13 May	3 days
Prepare draft report	16 May	4 days
Incorporate feedback and prepare final report and presentation	20 May	5 days

3.8 Duration of the contract and terms of payment

Payment will be made only upon SOS Children's Villages acceptance of the work performed in accordance with the above-described deliverables. Financial proposals should include proposed stage payments. Payment will be affected by bank transfer in the currency of billing and is due 30 days after receipt of invoice and acceptance of work.

Funding and Payment: The consultant will be paid by SOS Children's Villages as follows:

The amount is payable **40%** immediately after signing agreement/contract and **60%** upon the successful completion of the assignment and production of relevant documents and reports.

Duration of contract: the contract is effective from the moment it was signed until the acceptance of work by the project team.

3.9 Notice of delay

Shall the successful bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS Children's Villages in writing about the causes of any such delays within one (1) week from the beginning of the delay.

After receipt of the Contractor's notice of delay, SOS Children's Villages shall analyse the facts and extent of delay, and extend time for performance when in its judgment the facts justify such an extension.

3.10 Copyright and other proprietary rights

SOS Children's Villages shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for SOS Children's Villages under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children's Villages.

All materials: plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children's Villages and shall be treated as confidential, and shall be delivered only to SOS Children's Villages authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the assessment to SOS Children's Villages

3.11 Termination

SOS Children's Villages reserves the right to terminate without cause this Contract at any time upon forty-five (45) days prior written notice to the Contractor, in which case SOS Children's Villages shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

SOS Children's Villages reserves the right to terminate the contract without any financial obligations in case if the contractor is not meeting its obligations without any prior notice:

- Agreed time schedule
- withdrawal or replacement of key personal without obtaining written consent from SOS Children's Villages
- the deliverables do not comply with requirements of ToR

4. Annex

4.1 SOS Children's Villages child protection policy and code of conduct

SOS Children's Villages International has a child protection policy and code of conduct that all consultants will be expected to comply with and will be required to sign a statement of commitment to the policy. This will happen upon signing of contract, together with an orientation of consultants on internal child safeguarding processes and data protection regulations.

Before the actual start of data collection, a police check is to be provided, in case any direct contact with programme participants and/or any sensitive data is planned.

In addition to the above mentioned, the following key areas for ethical consideration need to be taken into account: <http://childethics.com/ethical%20guidance/>

Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research - Innocenti.

The successful bidder is requested to obtain written consent from all participants of the evaluation process and/or their official guardians/representatives (when applicable).



4.2 Bid submission / identification form

This bid form must be completed, signed and returned to SOS Children's Villages. Bids have to reflect the instructions described in the Request for Proposal and Terms of Reference.

Any requests for information regarding this Request for Proposal shall be send to [insert name and email address].

The Undersigned, having read the complete Request for Proposals including all attachments, hereby offers to supply the services specified in the schedule at the price indicated in the Price Schedule Form, in accordance with the Terms of Reference included in this document.

Offering service for: [insert organization and name].

Company/Institution Name/Individual's Name _____

2. Address, Country: _____

3. Telephone: _____ Fax _____ Website _____

4. Date of establishment (for companies): _____

5. Name of Legal Representative (if applicable): _____

6. Contact Person: _____ Email: _____

7. Type of Company: Ltd. Other _____

8. Number of Staff: _____

9. Subsidiaries in the region:

Indicate name of subsidiaries and address

- a) _____
- b) _____
- c) _____

Validity of Offer: valid until: _____

Date

Signature and stamp



4.3 Previous experience form

Description (services and products provided to the clients relevant to the current RFP)	Client	Contact person/phone, e-mail address	Date of assignment (from/to)

4.4 Price schedule form

The financial proposal needs to include all taxes.

	Activity	Staff involved (indicate profile)	Number of people	Number of days	Daily rate	Total price per row	% of total price
			A	B	C	D=AxBxC	E=D/F
1	Inception Report						
2	Preparation of data collection						
3	Data collection						
4	First draft of the final report						
5	Final report						
	Total Price (F)						100%

This proposal should be authorized, signed and stamped

(Name of Organisation)

Name of representative

Address:

Telephone/Fax/Email:

4.5 Technical proposal (guideline)

Name of Organisation/Firm/Independent Consultant	
Name of contact person for this proposal (for organisation/firm)	
Address:	
Phone/Fax:	
E-mail:	

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Quality and Relevance of Technical Proposal

- Describe all actions related to defining data collection methodology and conducting the baseline study
- Realistic work plan with time lines in accordance with ToR
- Detailed quality assurance process for data collection and analysis

2. Qualification and expertise of or organisation/team of consultants/consultant submitting proposal

- Reputation of firm/organisation and staff and individual consultant/s (competence and reliability) in carrying out evaluations
- Relevance of:
 - Specialized knowledge
 - Proven expertise in carrying out Midterm evaluations
- CVs for key staff